

PLAS - O - GRAM <99-06> Charging Guidelines for CCAS

PLAS Protégés,

Refreshed Charging Guidelines for Contingency CAS (CCAS) Preparation and Deployment:

At the direction of DCMC HQ, we are streamlining the reporting rules for describing work effort associated with identified world-wide Contingency Areas. While the PLAS Process and Program Codes to be used have NOT changed, the instructions for their use has been modified. These modifications may be significantly different from your current local reporting practices, therefore careful study and widest dissemination of the new guidelines is encouraged.

The following is a synopsis of the revised definitions for each PLAS Process Code currently available for use:

<u>Code</u>	<u>Title</u>	<u>Description</u>
Process 014	Contingency Contract Administration Services	Support to CCAS

Code 014 is to be used for 100% of the work effort associated with preparation, planning, and support services provided to DCMC employees scheduled for deployment or redeployment in a designated Contingency Area - ***except for Training and Travel associated with those deployments***. Code 014 should be used by all job series personnel, Civilian or Military, and includes preparation-type activities by CCAS Team Members ***prior*** to departure. It also includes any effort by home Duty Station CAO personnel assisting the Team Member prepare for a future deployment.

SmartPLAS rules allow for the 014 code to be used ***only*** with the three PLAS program codes specifically identifying the current Contingency Areas (e.g. NP026 - Bosnia, NP027 - Haiti, and NP028 - CCAS Other). Excluded from use for the first time are all Local Program Codes and the National "Non-Program" code (HQ002), as well as a small number of Other National Program Codes currently allowed. The 014 code would not be used to report work effort for a deployed CCAS Team Member at any time.

<u>Code</u>	<u>Title</u>	<u>Description</u>
Process 014A	Operational Contingency Contract Administration Services	Operational CCAS

Code 014A is restricted for use by deployed CCAS Team Members. It includes all deployment and re-deployment activities prior to returning to the home Duty Station - ***including Training and Travel conducted during deployment***. This code is ***only*** eligible for use by Civilian and Military Members of the CCAS Team, and ***only*** after departure from the home CAO.

SmartPLAS rules allow for the 014A code to be used ***exclusively*** with the three Contingency Area program codes; all Local Program Codes and the National "Non-Program" code (HQ002) are not allowed.

<u>Code</u>	<u>Title</u>	<u>Description</u>
Process 250	Travel	Travel

Code 250 is appropriate for use for all travel related effort **prior** to deployment. This can include travel for Training, or travel for other aspects of pre- or post-deployment activity. It may be charged by all personnel providing CCAS support services, regardless of whether the traveler is or was a CCAS Team Member. The Travel Process Code should be used with the appropriate Contingency Area Program Code. **Travel time after departure from home Duty Station is not eligible to be charged to 250.**

When used in conjunction with one of the three Contingency Area program codes, new "SmartPLAS" rules for 250 – Travel will restrict DCMC Unit Cost Pool selection to "05 – Contingency CAS" in the PLAS Contract Kind field. All other combinations will be coded Red and can not be saved to the PLAS database.

<u>Code</u>	<u>Title</u>	<u>Description</u>
Process 217x	Training	Training Code Series

Codes in the 217-Series are appropriate for use in conjunction with pre-deployment training for CCAS assignments, or in post-deployment training development/modification events. These codes may be charged by all personnel providing training services, regardless of whether the training effort expended was accomplished by a Civilian or Military, or by a CCAS Team Member. The Training series Process Codes should be used with the appropriate Contingency Area Program Code.

When used in conjunction with one of the three Contingency Area program codes, "SmartPLAS" rules will restrict DCMC Unit Cost Pool selection to "05 – Contingency CAS" in the PLAS Contract Kind field. All other combinations will be coded Red and can not be saved to the PLAS database.

PLEASE NOTE: Travel and Training accomplished while in a deployed status should be reported to 014A – Operational CCAS.

Other CCAS Reporting Guidelines:

- "SmartPLAS" rules have been changed to **exclude** all DCARRS reimbursable reporting when using CCAS Process and Program Codes.
- Hours reported in PLAS should be the same quantity and code of hours reported for payroll and T&A purposes.

The revised SmartPLAS rules supporting these changes will take effect by Monday, March 29, 1999, and appropriate changes will be made to PLAS Help Screens upon the next issuance. Please notify all affected parties of this change in reporting guidelines.

Questions? Contact us at 1-888-PLASINFO or PLASHELP@mwest.dcmdc.dla.mil.

Respectfully,

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